

# **CALIFORNIA NATIONAL GUARD**

## **DIRECTORATE FOR HUMAN RESOURCES EMPLOYEE NEWSLETTER**

### **FULL-TIME SUPPORT (TECHNICIAN AND AGR)**

**24 APRIL 2002**

#### **A WORD FROM THE DIRECTOR.....**

On 31 October 1993, it was my honor and privilege to accept the position as the Director for the California National Guard Human Resources Office (HRO). During my tenure, I have observed many changes and challenges in the human resource arena. Over the past ten years, the federal government has implemented new legislation that provides tools and flexibility to help attract the best and the brightest to our federal full-time force, i.e., Family Friendly Leave Act, recruiting bonus, relocation bonus, retention allowances, and student loan repayment. The challenges we face are hiring excellence, measuring excellence, and rewarding excellence. If we want excellence in the Guard, we need to look at our personnel system to help us recruit, retain, and motivate today's full-time force. The nature of the California National Guard has changed and the skills we need are changing. The mission of the Directorate for Human Resources is to make the California National Guard a leader in recruiting, retaining and rewarding the full-time force. The Directorate for Human Resources has made the commitment to attract the best people, pay them and reward them for the work that they do for the California National Guard.

COL Jeffrey D. Stuard, Director for Human Resources, CAGNET 63401, DSN 466-3401, (916) 854-3401, Email [jeffrey.stuard@js.ca.ngb.army.mil](mailto:jeffrey.stuard@js.ca.ngb.army.mil)

#### **A WORD FROM THE HUMAN RESOURCES MANAGEMENT SPECIALIST .....**

##### Army Technician Budget

The Army Full-time Personnel Council meeting was conducted on 10 April 2002 and current Army Technician Strength and Pay were priorities of discussion. Current Army National Guard Technician strength is over authorized numbers and at the current rate of spending (payroll), we are projected to incur a deficit in the Technician pay accounts by the end of the Fiscal Year. As a result, we are addressing the possibility of releasing Temporary Technicians. Each Army Temporary Technician will be notified prior to their Not-to-exceed (NTE) date. Technician/AGR Administrative Instruction (TAAI) 02-14 provides further information. The intent is to stay within the budget and also maintain the ability to meet mission requirements.

## Other FY02 Projects

Update of the Technician Personnel Manual

Development of a Technician Career Development Program

As your HRMS, I invite your questions, comments, and suggestions to improve the service we provide to the Technician Force.

MAJ Steven Buethe, Human Resources Management Specialist, CAGNET 63412, DSN 466-3412, (916) 854-3412, Email [steven.buethe@js.ca.ngb.army.mil](mailto:steven.buethe@js.ca.ngb.army.mil)

## **A WORD FROM CUSTOMER SERVICES.....**

### DCPS Employee/Member Self-Service (E/MSS)

Employee/Member Self-Service (E/MSS) was developed to allow technicians, and military members (active and reserve) access and capability to **perform changes to specific data elements directly to their own pay accounts** in a secure electronic environment. The E/MSS implementation allows technicians to perform the following:

- Direct Deposit – Change Direct Deposit/Electronic Funds Transfer
- Address Change – Change Mailing Address (Home of Record)
- Financial Allotments – Start/Stop/Change
- Federal Tax – Change Federal Tax Withholding Status
- State Tax – Change State Tax Withholding Status
- Civilian Leave and Earnings Statement (LES) – Print Current and Prior two pay periods
- Savings Bond – Start/Stop/Change
- W-2 – View and Print

All technicians/AGR soldiers received an E/MSS Initial Temporary Pin during a mass mailing to their home of record. All newly hired technicians are issued a mailed Initial Temporary PIN. The Initial Temporary Pin must be personalized on-line. If you have misplaced or lost your PIN, you may establish a new Temporary PIN. The following information is required:

Name  
SSN  
Copy of your government photo ID (send a copy of your driver's license or other photo ID)  
Daytime Phone Number  
Signature

Send the information to:

DFAS-Cleveland/PMCAA  
Attention: E/MSS  
1240 East 9<sup>th</sup> Street  
Cleveland, Ohio 44199

You may fax the required information to DFAS. The fax number is (216) 522-5800.

For problems using E/MSS, or with your E/MSS PIN, contact the DFAS Centralized Customer Support Unit toll free at 1-800-390-2348, DSN 580-5122 or commercial (216) 522-5122

### Leave and Earnings Statement (LES)

**It is extremely important to check your LES each pay period.** We receive many calls from technicians that have noticed errors on their LES. Unfortunately, the error may have been ongoing for several pay periods and now the correction will cause the technician to have a debt at DFAS. If the error had been brought to our immediate attention, the adverse effect may not have been as serious.

### Federal Employees Health Benefits (FEHB) Premiums For National Guard Technicians Called To Active Duty

In accordance with Section 519 of Public Law 107-107, National Guard technicians called to active duty in support of designated contingency operations (Bosnia, Iraqi Crisis, Kosovo, Enduring Freedom/Noble Eagle) are eligible for Federal Employees Health Benefits (FEHB) premiums to be paid by the agency (both the employee and government contributions) for a period not to exceed 18 months. **This new authority applies to technicians called to active duty on or after 8 December 1995. Retroactive payments to covered technicians for premiums paid on or after that date are authorized.**

In order to be eligible for payment of the technician's share of the FEHB premium, the technician must:

- Be enrolled in FEHB and elect to continue that enrollment.
- Be called or ordered to active duty (voluntarily or involuntarily) in support of a contingency operation as defined in section 101(a)(13) of title 10, United States Code.
- Be placed on leave without pay (LWOP-US) **or** separated (SEP-US) to perform active duty.
- Serve on active duty for a period of more than 30 consecutive days.

Technicians ordered to active duty (voluntarily or involuntarily) will be given the opportunity to elect to continue FEHB for up to 18 months (with proper documentation).

### Federal Long Term Care Insurance

Federal Long Term Care Insurance is available to technicians, active duty, selected Guard/Reserve, and qualified family members. Benefits include expenses of home health care, assisted living facilities, and adult day care resulting from chronic mental or physical conditions. **This insurance is administered by Long Term Care Partners, LLC, and offered by John Hancock Life Insurance and Metropolitan Life Insurance.**

Early enrollment is available 25 March 02 to 15 May 02. Open Season starts 1 July to 31 December. For more information on the program **call 1 800 582-3337 or web site [www.LTCFEDS.com](http://www.LTCFEDS.com).**

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### **A WORD FROM THE CLASSIFIERS.....**

Position descriptions (PDs) are used principally as the basis for classifying positions and serve as one of a number of authorized documents which support the payment of funds for work performed. Position descriptions may be used by management officials in other administrative areas such as: 1) Instruction/training needs; 2) Qualification requirements; 3) Establishment of Critical Elements; 4) Supervision of technicians; 5) Preparation of estimates for personnel services; 6) The study of organizational structure and flow of work; and 7) The execution of programs designed to ensure that the highest skills and abilities are being effectively utilized consistent with management needs.

The authority for the classification of positions and establishment of position descriptions (PDs) rests with the Classification Division of National Guard Bureau (NGB). NGB has further delegated classification authority to the states. California is one of ten states that has "Shared Classification Authority" (SCA). SCA allows Commanders, Chief of Staff (CoS), Directors and key managers the ability to produce localized PDs, known as exception PDs, that better reflect the duties of their subordinates. Supervisors are responsible for ensuring that the duties and responsibilities of the current PDs accurately reflect the work being performed by the incumbent of the position. When the PD is determined to be inaccurate, the supervisor will inform the Commander or Manager with SCA responsibility of the changes that need to be made. With that, the Exception PD process is started.

So far in FY02, there have been four Position Description Releases, issued by NGB-Classification Division, that have either established new PDs or rewritten and replaced

older PDs.

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## **A WORD FROM STAFFING.....**

### Student Loan Repayment Plan

Section 5379 of Title 5, United States Code, and Part 537 of Title 5, Code of Federal Regulations (CFR), establish the statutory and regulatory authority for the use of student loan repayment as a recruitment or retention incentive. Repayment is limited to outstanding federally insured loans made by education institutions or banks, and other private lenders as authorized by the Higher Education Act of 1965 and the Public Health Service Act.

This plan applies to National Guard Title 32 General Schedule (GS) and Federal Wage System (FWS) positions. Loan repayments are limited to \$6,000 a year and a lifetime limit of \$40,000. Payments may be applied only to the indebtedness outstanding at the time the Human Resource Officer and the technician enter into an agreement, and may not begin before the technician enters on duty.

The Directorate for Human Resources may offer student loan repayment to facilitate the recruitment or retention of highly qualified employees who meet the eligibility criteria established in 5 CFR 537.104. The incentive may be paid provided there is a written determination approved by the Human Resource Officer that, in the absence of student loan repayment, the state would encounter difficulty in filling the position or retaining a technician in that position. Determinations for retention purposes must be based on the qualifications of the technician or the special need.

A student loan repayment is made directly to the lender under the terms, limitations, and conditions of a written service agreement between the California National Guard and the technician for a specified period of employment with DoD (minimum of 3 years). The incentive is in addition to basic pay and any other form of compensation payable to the technician.

The Directorate for Human Resources is currently developing a plan to implement the student loan repayment program and use it as a means to recruit and retain highly qualified technicians for difficult to fill positions.

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## **A WORD FROM EMPLOYEE DEVELOPMENT.....**

### Payment of Expenses to Obtain Professional Credentials

Section 1112 of Public Law 107-107 amends chapter 57 of title 5, United States Code, by adding section 5757 that provides agencies with discretionary authority to use appropriated funds or funds otherwise available to the agency to pay for:

1. Expenses for technicians to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and
2. Examinations to obtain such credentials.

Agencies may not use this authority on behalf of any technician occupying or seeking to qualify for appointment in any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position.

### Pre-Retirement and Mid-Career Retirement Planning

Planning for retirement is important for every technician. If you are a newly hired technician or if you are close to retirement, there are several things you should do well in advance of your retirement. The Directorate for Human Resources will be conducting on-site retirement seminars in the near future in Long Beach and Camp Roberts. Exact dates and location will be announced in a TAAI.

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## **A WORD FROM EQUAL EMPLOYMENT OPPORTUNITY (EEO).....**

### Year of Diversity

Calendar year 2002 is the "Year of Diversity" for both Army and Air Guard personnel. EO, EEO, and MEO personnel can look forward to learning about the differences between diversity and EO and EEO compliance measures. Plus, National Guard Bureau plans to conduct diversity facilitator training on the West Coast this year. More information will follow once it is available.

### Second Annual Statewide Army and Air Training Seminar

A Special Thanks goes out to all of those who supported and participated in “The Second Annual Statewide Army and Air Training Seminar, conducted March 11 – 15, 2002, in Sacramento, CA. We appreciate your feedback, your “can-do” attitude and your willingness to share and discuss course content and materials! So, go forth and do good things! Remember MG Monroe’s charge to you, “Talk the Talk and Walk the Walk!” Let us know if we can do anything to assist you! Mark your calendars for the “3<sup>rd</sup> Annual EO and EEO Statewide Training Conference” in 2003 during the month of March! Specific dates will follow.

### Special Emphasis Events

Continue to “establish a positive public image for the California National Guard” by taking part in your community’s special emphasis events. April 7 – 14, 2002, annotates special observance with a theme of “memories of courage,” honoring our Holocaust Survivors. Asian/Pacific American Heritage is celebrated throughout the month of May by various community festivals—local, regional, and statewide. Is your unit or community doing something to celebrate special observances? Email us and tell us, so we can spread the word.

### Training Opportunity

The 2002 NGB EO/EEO Training Conference will be held 15 – 20 May 2002 in Denver, Colorado, at the Denver Marriott Tech Center Hotel. The objective of this conference is to provide essential training and individual development to EO/EEO personnel through hands on workshops, panel presentations and guest speakers. The conference will address technician and related Title VII issues as well as Army and Air National Guard title VI topics. Target groups for this training are State Equal Employment Managers (SEEMS), Human Resource/Equal Opportunity Officers (HR/EO), Equal Opportunity Advisors (EOAs), Equal Opportunity Representatives (EORs), Equal Employment Opportunity Counselors (EEOCs), and Military Equal Opportunity personnel (MEOs). Questions and additional information may be directed to Lt. Col. Cory Lyman, DSN 327-1702 or commercial at (703) 607-1702, or check the website at: [http://www.ngb.dtic.mil/ngb\\_staff/equal\\_op/index.shtml](http://www.ngb.dtic.mil/ngb_staff/equal_op/index.shtml)

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### **A WORD FROM PERSONNEL SYSTEMS MANAGER.....**

The Human Resource Office web site can be accessed at [www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr). Our web site contains information on many subjects, i.e. current vacancy announcements, current pay scales for each area, Technician Personnel Manuals, AGR SOP, Technician/AGR Administrative Instruction (TAAI), forms, and the current HRO Office Directory. We also have “cool links” that you can use to connect with various other sites. The latest link added to “cool links” is the web site for National Guard Profession Education Center (NGPEC). This link provides NGPEC information on training courses, dates, course prerequisites, etc.

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## **A WORD FROM LABOR MANAGEMENT.....**

### Labor Relations History

Article 1, Section 8, Clause 16 of the United States Constitution reserves the authority to train the National Guard to the States. Each state has an Adjutant General, a state employee who is solely responsible for overseeing the administration and training of the state National Guard.

Title 32 USC 709, the National Guard Technician Act, authorizes State Adjutants General to employ technicians, dual-status (military technicians) and non-dual status (civilians), from their state to meet the day-to-day administrative, training, and logistical needs of their state's National Guard. This Act provides the State Adjutants General with the express exclusive authority to hire and terminate National Guard technicians at any time for cause, reductions in force, and to suspend, furlough or demote.

The employees, called dual-status military technicians, are excepted federal employees, pursuant to Title 32 USC 709. They train National Guardsmen under the direction of the State Adjutant General, and must be members of the National Guard in the State which they are employed. They must not be in active federal military service, they must wear the military uniform and appropriate grade, and they must be assigned to duties which are compatible with their Military Occupational Specialty (MOS) or Air Force Specialty Code (AFSC) as soldiers, airmen and women.

Title VII of the Civil Service Reform Act, codified at 5 USC 7101 et seq., created the Federal Labor Relations Authority (FLRA) and is the statutory guidance for federal labor relations.

### The California National Guard Program

The labor organizations for the California National Guard technicians have been recognized as appropriate bargaining units by the FLRA, pursuant to 5 USC 7112.

These bargaining units have always recognized the Adjutant General of California as their sole employer. The Adjutant General of California has continuously enjoyed exclusive management rights to negotiate and execute all labor agreements, supplemental agreements and subsidiary agreements with said bargaining units, to effectuate the training of the National Guard.

The Association of Civilian Technicians (ACT), National Association of Government Employees (NAGE) and Laborers' International Union of North America (LIUNA) are the exclusive bargaining agents for all eligible technicians.



ACT represents technicians assigned to the 129th Rescue Wing, 144th Fighter Wing, 146th Airlift Wing, and the 163rd Air Refueling Wing. NAGE is the bargaining representative for the 162<sup>nd</sup> Combat Communications Group. Army technicians are represented by LIUNA.

You may view all negotiated agreements at:  
<http://www.calguard.ca.gov/cahr/dir/labor.htm>

### Current Labor Relations Business

Current negotiated agreements include the 129<sup>th</sup> Rescue Wing and the Army Guard, both signed 17 April 2001. The Labor Relations office is currently negotiating an agreement with the 144<sup>th</sup> Fighter Wing. Completion should be within the next sixty days; upon this, the 146<sup>th</sup> Airlift Wing will begin its negotiation process followed by the 163<sup>rd</sup> Air Refueling Wing and then the 162<sup>nd</sup> Combat Communications Group.

In accordance with a partnership agreement signed by The Adjutant General, MG Paul D. Monroe, Jr. and Ms. Nancy Bates of the Laborers' International Union of North America Local 2163 a Labor-Management Partnership Council (LMPC) was formed.

The LMPC is currently comprised of several management officials and labor organization representatives from various work sites within the California National Guard. The mission of the council is to provide a unified effort to achieve mutually beneficial solutions to concerns of the California Army National Guard; to serve as a forum for communications statewide; and to develop Labor-Management agreements as needed in the spirit of partnership. The vision is to support the assigned missions of the California Army National Guard by creating an atmosphere of mutual respect, cooperation and trust between Labor and Management today and into the 21<sup>st</sup> Century. The council is charged to work together to resolve problems by developing solutions to better serve the California National Guard soldiers and civilians, accomplish the mission, and improve working conditions. The council members are committed to maintaining a positive, harmonious relationship. To facilitate this process the LMPC meets quarterly.

The council welcomes all input into the process. As stated, we serve as a forum for communication statewide. Please provide your input, suggestions, or comments Ms. Nancy Bates or myself, 1<sup>st</sup> Lt. Ewing.

1<sup>st</sup> Lt Stuart Ewing, Labor Relations Specialist, CAGNET 63402, DSN 466-3402, (916) 854-3402, Email: [stuart.ewing@js.ca.ngb.army.mil](mailto:stuart.ewing@js.ca.ngb.army.mil)

### **A WORD FROM AGR.....**

#### VISA Fraud Alert

The following information reference Government Travel Card. Please ensure notification of all cardholders. Members may receive the following letter:

*"VISA Department of International Investigations.  
Dear...*

*We regret to inform you that your credit card is canceled until further notice in accordance with Article 205, Chapter 210 of the International Fraud Law. We suspect that your account has been involved in criminal activity. In the next two days one of our investigators will contact you y phone and to verify your customer information. The violation of this law is a serious criminal act and could bring you before the courts. Your bank will not be able to assist you until our investigation is complete. We are advising you that our offices are open 24 hours a day. For further information on the matter you may visit our use site at <http://www.visafraud.com>.  
Your s truly                      Director, Visa Corporation*

**Do not respond to this letter or any phone calls. Call the number on the back of your Bank of America Visa.**

#### Army Knowledge Online (AKO)

It is mandatory to have an account whether you use it or not. Many of the army sites will not allow you to use them if you do not have an account with AKO.

#### Initial Tour Continuation Board (ITCB)

If you received a letter fill it out and send it back. Your tour may be canceled if your packet is not received by the cut off date **30 April 02**. Take charge of your career - get that packet back.

#### Military Travelers

FAA Rules for Military Personnel - FAA Security Regulation 10, 8-01-10E 20 Nov 2001 Section 2, Para B1 Selected Exemptions AF/XOF verified its validity with the FAA and provided us the regulation citation: FAA Security Regulation 108-01-10E, 20 Nov 2001, Section 2, Para B1, Select Exemptions.

The security check that is going on in the air passenger service community is random baggage and gate checks. The computer will randomly select individuals to have their checked bags, carry on, and their persons checked. This is very time consuming for the airlines, but necessary. **A new rule by the FAA that active duty military traveling on official travel or leave is exempt from this check.** Just have your orders or leave form on you when you check in and it will save you some valuable time.

#### Pay Information

BAH Recertification for AGR soldiers claiming BAH with dependents must recertify to continue they're BAH entitlement if they have not completed a Permanent Change of

Station (PCS) in the last 4 years. If a soldier fails to provide the Recertification your BAH will be STOPPED. Fill out DA Form 5960

Thrift Savings Plan - For all of you that missed the initial season, the next open season will begin 15 May 02 through 31 July 02. For more information check the TSP web site at [www.tsp.gov](http://www.tsp.gov).

### Leave and Earning Statement (LES)

Your LES will no longer be printed and distributed. Every AGR soldier will need his/her E/MSS pin number that was mailed to you from DFAS. With your E/MSS pin number you may access your LES and view/print it.

### Medical Issues

Long Term Care Insurance is available to active duty, selected Guard/Reserve, and qualified family members. Benefits include expenses of home health care, assisted living facilities, and adult day care resulting from chronic mental or physical conditions.

Early enrollment is available 25 March 02 to 15 May 02. Open Season starts 1 July to 31 December. For more information on the program call 1 800 582-3337 or web site <http://opm.gov/insure/ltc>

We have good news regarding those who have trouble getting to the dentist because of the distance involved. There is now a dental waiver available to units/individuals who qualify for TRICARE because of the location of the military treatment facility, but don't have a military dentist available. We have identified the UPCs listed below as potential units that would qualify for the waiver. Unit representatives should e-mail SFC Curtis, [beverly.curtis@ca.ngb.army.mil](mailto:beverly.curtis@ca.ngb.army.mil) for further information or if you feel you should be on the list:

PVWC0, PVLA0, 7Y432, QRXT1, QRXA0, QRXD0, TSUAA, QUUA1, UADAA, PKEAA, 8AYA6, S9NAA, XGNAA, RVRDO, 8AYA8, 8AYA0, QUPAA, QUUAA, TSBD0, TSBT0, TSGAA, TSVAA, 8AYA5, 8AYAA

When you e-mail SFC Curtis, she will coordinate with you to apply for the waiver through the Military Medical Support Office. If she doesn't hear from you, the waiver will not be accomplished.

### Retirements/ Separations

Temporary Early Retirement Authority (TERA) was terminated permanently by the National Defense Authorization Act on 31 December 2001.

**ACAP** class schedule:

17-21 Jun 02

Fairfield

22-26 Jul 02	Monterey
19-23 Aug 02	Los Alamitos
16-20 Sep 02	Fairfield

To reserve a seat for ACAP call Mike at Fort Lewis DSN 357-3250 or commercial (253) 967-3250.

#### Career Status Bonus (CSB/REDUX)

Soldiers eligible for CSB have been allowed to delay their election for the \$30,000 bonus to take advantage of the Thrift Savings Plan (TSP). The National Defense Authorization Act signed on 28 December 01 authorizes the payment of the 30,000 through installments. Soldiers now have the following five options for payment of CSB:

- a. A single lump sum payment of 30,000
- b. Two annual payments of 15,000
- c. Three annual payments of 10,000
- d. Four annual payments of 7,500
- e. Five annual payments of 6,000

Remember to qualify for CSB your date initial entry military service (DIEMS) date must be 1 August 1986 to present. You must also complete 14 years of active federal service before you are eligible for the bonus

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